
Job Opportunity

Delta Protection Commission

The Delta Protection Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religion, political affiliation, age, medical condition, political/religious opinion, discrimination complaint filing or sexual orientation.

May 18, 2012

Office Technician (Typing) **\$2,686 - \$3,264 per month**

Perform work under the lead of the Associate Governmental Program Analyst in the office of the Delta Protection Commission. As a member of an interdisciplinary team the Office Technician (Typing) provides general clerical support for the office staff and the Commission by performing the following duties:

DUTIES AND RESPONSIBILITIES:

- Update the Commission's website by posting and removing pertinent information
- Prepare regular mailings and maintain various mailing lists
- Assist with the coordination and set up of Commission meetings and attend meetings on Saturdays and Sundays and in the evenings
- Prepare and submit Travel Expense Claims for office staff
- Perform general clerical duties such as typing, copying and filing
- Help prepare routine correspondence, memos and reports
- Answer and direct incoming telephone calls to the appropriate staff member and/or take messages
- Act as the first point of contact to greet and direct visitors to the office
- Maintain Commissioner personnel files and file ethics and Economic Interest Statements with the appropriate agencies
- Receive and sign for registered, express, and certified mail and open, process, and distribute mail to staff members
- Maintain staff calendars and coordinate staff meetings

DESIRABLE QUALIFICATIONS:

- Ability to competently utilize Microsoft Office products including Word and Excel

- Ability to maintain the confidentiality of the department's and employees' sensitive/confidential data
- Ability to work weekends and in the evenings, as needed
- Ability to follow through on assigned tasks/responsibilities and meet established deadlines
- **Must have a typing certificate indicating ability to type 40 words per minute by date of hire**
- Reliable attendance

POSITION LOCATION:

Delta Protection Commission
2101 Stone Blvd., Suite 210
West Sacramento, CA 95691

HOW TO APPLY:

Mail State application (*found at www.jobs.ca.gov*) to:

California State Lands Commission
Personnel Office
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825
(916) 574-1910

FINAL FILING DATE: Until Filled

WHO MAY APPLY:

State employees with transfer eligibility, reinstatement eligibility or employment list eligibility. Transfers from surplus agencies or individuals on SROA will be given first consideration.

Former State employees with reinstatement eligibility or employment list eligibility.

Non-State employees who have already taken an examination for this job classification and have established employment list eligibility.

Applications will be screened and only the most qualified candidates will be scheduled for an interview.